

CERTIFICATE OF CONFORMANCE

NOTE: Prior to completing this certification, the Supplier shall review and comply with the attached **form instructions**.

A. Purchase Order/Contract Data			
1. PO No.:		2. PO Rev No.:	3. PO Line Item:
4. Contract No.:		5. Contract Amendment No.:	
B. Supplier/Source Information			
6. Supplier:		7. Supplier Address (Street/City/State):	
8. Source of Origin: Street: _____ City: _____ State: _____ Country: _____		CAUTION: The suppliers shall take all necessary actions and precautions to assure that this Certificate of Conformance(C of C) is accurate, complete, and true, regardless of the actual source of origin.	
C. Applicable Requirements			
9. Code/Standard No.:		Revisions/Editions/Addendum:	
10. Specification No.:		Revision/Editions:	
11. Technical Drawings/Diagrams:		Revision:	
12. Other:		Revisions/Editions/Addendum:	
D. Approved Changes/Deviations/Waivers/Substitutions/Nonconformances:			
E. Nonconformance(s): Unless otherwise directed in writing by the Procurement Agent, Do <u>NOT</u> deliver/ship materials/items/equipment if there are any changes, deviations, substitutions, or nonconforming conditions that have not been previously submitted and approved utilizing Form 540.33, Information/Change Request.			
F. Certification Statement _____(Supplier), hereby certifies that the materials/items/equipment identified in Section A above, and all required documentation, conforms in all respects to the stated Purchase Order/Contract requirements and that all exceptions, waivers, deviations, and/or nonconforming conditions are identified in Section D . Furthermore, information provided is accurate, complete, and true pursuant to 10 CFR 820.11 (see definition). Authorized Certifying Official (See Definitions/Instructions): _____ <div style="display: flex; justify-content: space-between;">Printed NameSignatureTitleDate</div>			

See Instructions

C of C is Limited To One Page. Attached Additional Pages On Supplier Letter Head If Required.

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Instructions

General

Prepare a Certificate of Conformance (C of C) addressing each Purchase Order line item, Contract Deliverable, and/or each partial shipment. Unless otherwise specified, the C of C shall accompany each shipment. All applicable form entries must be completed.

A Supplier system-generated C of C may be attached and referenced. All applicable information required on form 540.04 shall be accounted for. Section **A** and Section **F** shall be completed in their entirety, regardless of any attachments used.

Definitions

Authorized Company Certifying Official. The certification shall be attested to by an authorized representative of the supplier; and the certification system, including the procedures for completing, reviewing, and approving the certificate shall be described in the Company's administrative control system.

Certification. The act of determining, verifying, and attesting in writing to the qualifications of personnel, processes, procedures, or items in accordance with specified requirements.

Certificate of Conformance. A document signed or otherwise authenticated by an authorized individual certifying the degree to which items or services meet specified requirements.

10 CFR 820.11. Procedural Rules for DOE Nuclear Activities, Subpart "A", Information requirements. The regulation states:

- (a) Any information pertaining to a nuclear activity provided to DOE by any person or maintained by any person for inspection by DOE shall be complete and accurate in all material respects.
- (b) No person involved in a DOE nuclear activity shall conceal or destroy any information concerning a violation of a DOE Nuclear Safety Requirement, a Nuclear Statute, or the Act.

Instructions

Section A, Purchase Order(PO)/Contract Data

- Entry 1 Enter the complete INEEL Purchase Order (PO) number.
- Entry 2 Enter PO Revision Number (if applicable).
- Entry 3 Enter the PO Line Item Number, i.e., 1, 2, 3, etc....
- Entry 4 Enter the INEEL Contract Number (if not a PO).
- Entry 5 Enter the latest Contract Amendment Number (if applicable).

Section B, Supplier/Source Information

- Entry 6 Enter the legal Supplier company name, as stated on the PO or Contract.
- Entry 7 Enter the Supplier business address, as stated on the PO or Contract.
- Entry 8 Enter the point of shipping origin by city, state, and country if different than Block 7. The point of origin shall be the originating location from which final shipment/delivery to the INEEL is made. If different than Block 7, see CAUTION statement.

Section C, Applicable Requirements

- Entry 9 Enter the applicable design code or consensus standard and revision, edition, or addendum.
- Entry 10 Enter the applicable specification and revision, edition, or addendum.
- Entry 11 Enter the applicable technical drawing/diagram and applicable revision, edition, or addendum.
- Entry 12 Enter Other applicable requirements documents and revision, edition, or addendum.

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Section D, Approved Changes/Deviations/Waivers/Substitutions/Nonconformances

Enter any approved changes. Reference change documentation control numbers as applicable. (Attach additional pages if necessary).

Section E, Nonconformance(s)

Self Explanatory.

Section F, Certification Statement (see definitions)

Enter the Company name (or commonly used acronym).

Print or type the authorized company certifying officials name, title, and date.

Affix certifying official signature (indelible ink only - no stamps).